United Nations ST/IC/2013/25

Secretariat

30 August 2013

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Rental subsidies and deductions**

1. The purpose of the present circular is to inform staff members of the procedures required for the implementation of administrative instruction ST/AI/2013/2, entitled "Rental subsidies and deductions" ("the instruction"), when applying for a rental subsidy or when reporting on and certifying housing information for the purpose of rental deductions. Staff members should familiarize themselves thoroughly with the provisions of that instruction, which is available on the intranet (iSeek), where it can be accessed by clicking on "QuickLinks", "SGBs, AIs, ICs", "Administrative Instructions 2010- (ST/AI)". The circular also provides other information that staff members may find useful in exercising their entitlement to a rental subsidy or complying with their obligations concerning rental deductions. In addition, the circular clarifies the process of self-certification of claims by staff, the obligation of staff to retain supporting documentation for five years, new approaches to monitoring compliance with the provisions for rental subsidy, and the consequences of submitting unsubstantiated or falsified claims.

2. Annex I to the present circular lists the documents that are required when applying for rental subsidy and that must be retained for five years for monitoring purposes. Annex II lists the countries in Europe and North America where rental subsidies and deductions are governed by parts I, II and III of the instruction. Annexes III, IV and V contain application forms to be used in connection with rental subsidy or rental deductions. These application forms are also available on iSeek under the "forms" link on "QuickLinks".

Procedures for rental subsidy applications

3. (a) **First-time application for a rental subsidy:**

(i) **At duty stations in Europe and North America**. Staff members in the newcomer category, as defined in section 10.1 (a) of the instruction, should

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submit their application for rental subsidy following the signing of a rental lease. The signing of a lease and subsequent application for rental subsidy must fall within the seven-year period of eligibility set out in section 11.1 (a) of the instruction. Staff members in the force majeure category, as defined in section 10.1 (b) of the instruction, should submit their application after signing a new lease following a force majeure move. Staff members under either category should submit their applications no later than three months after the beginning of the lease;

(ii) **At duty stations outside Europe and North America**. Staff members should submit their application for a rental subsidy no later than three months after the beginning of the lease. Staff members in posts that are subject to international recruitment, including staff members who are recruited locally at duty stations outside Europe and North America for posts in the Professional and higher category, are entitled to apply for and receive a rental subsidy subject to meeting the terms and conditions of part I, II and IV of the instruction;

(b) **Duration of the payment period:**

(i) As defined in section 3.1 and described in section 5.1 of the instruction, the application and the payment of the subsidy will be for the duration of the lease agreement (not to exceed the maximum period, in Europe and North America, described in section 11 of the instruction). Provided that the lease remains valid, the terms of the lease agreement remain unchanged and the factors reflected under paragraph 5 below remain unchanged, the staff member does not need to reapply for rental subsidy. However, a staff member must reapply each time the lease is renewed;

(ii) If there is any change in the terms of the lease agreement or if there is any change in the factors reflected under section 5.1 of the instruction, the staff member must, without exception, reapply for rental subsidy within 30 calendar days of the change. Staff members are required to immediately inform the office responsible for processing rental subsidy and deductions at their respective duty stations if a lease agreement is terminated prior to the expiry date indicated in the lease agreement;

(c) **Application forms:**

(i) For staff members at duty stations in Europe and North America:

- Form P.297, entitled "Rental subsidy application form (long form)/Rental deduction information form". This form, reproduced in annex III, is to be used for application as a newcomer, in force majeure cases, and when there has been a change in dwelling;

- Form P.297/A, entitled "Rental subsidy application form (short form)/Rental deduction information form". This form, reproduced in annex IV, is to be used for reapplication or revised application to report changes in rent for the same dwelling or changes in family size;

(ii) For staff members at duty stations outside Europe and North America:

– Form P.297/B, entitled "Rental information form for the purpose of rental subsidy or rental deduction". This form, reproduced in annex V, is to be used for all applications and to report any changes in dwelling, rent or family size;

(d) **Subsidy request in respect of an agent's fee**. This one-time request under section 3.6 of the instruction should be included as part of the application or reapplication for a rental subsidy to which the payment of such fee relates.

4. In submitting their application, staff members should bear in mind the provisions of staff rule 3.17 on retroactivity of payments, and are urged to ensure the prompt submission of rental subsidy applications.

5. **Requirement to submit a revised application:**

(a) As described in section 5.1 of the instruction, the staff member in receipt of rental subsidy is required to submit a revised application as soon as any of the following changes has occurred, and no later than 30 days after the change has occurred:

(i) Change in dwelling, which includes vacating the dwelling for which rental subsidy has been claimed;

(ii) Change in the rent, as well as in rebates and gratuities, for the same dwelling;

(iii) Changes in family size;

(b) Changes in rent include, but are not limited to, any change in the rent-sharing arrangements with another person(s) that may exist for a given dwelling;

(c) Changes in family size include, but are not limited to, situations where eligible dependants begin or cease to live in the same dwelling for whatever reason, such as a situation where a dependent child is absent from the duty station for study purposes, as described in section 3.8 of the instruction;

(d) Any of the above changes may affect the amount of the subsidy. Using form P.297/B, it is the staff member's obligation to report the change no later than 30 calendar days from its occurrence and to certify the correctness of the information provided. The subsidy will then be recomputed and any change, if applicable, will be reflected in the payroll.

6. **Documentation requirements:**

(a) In compliance with section 3.3 of the instruction, and as specified in annex I, the documentation described below is to be retained in the original form by the staff member for a period of five years (or until the staff member is separated, if that occurs earlier). The documentation may be requested at any time for compliance monitoring purposes;

(b) **At all duty stations:**

(i) For all staff, the documentation to be submitted with a first-time application is the original signed lease agreement and an original receipt of either the first month's rent and the cancelled rent payment cheque or evidence of bank transfer. Requests for the one-time subsidy for payment of an agent's fee must be submitted together with the contract or agreement with the agent and a copy of a receipt for the fee or the cancelled cheque or evidence of bank

transfer for payment of the fee. The original documentation submitted by the staff member shall be returned to him/her after the rental subsidy claim has been processed. The staff member is required to retain such documentation for a period of five years in line with paragraph 6 (a) above;

(ii) For all subsequent requests for rental subsidy or revised applications for the same dwelling, submission should be undertaken in accordance with sections 5.3 and 5.4 of the instruction and paragraphs 7 and 12 below. In this respect, staff members may submit their application or revised application for rental subsidy or rental deduction in hard copy or a scanned copy, using the relevant form as indicated in paragraph 3 (c) above, to the applicable section or office (see para. 8 below);

(c) **Additional requirements at duty stations in Europe and North America:**

(i) When the staff member is responsible for paying electric bills separately from the rent, a copy of a recent electric bill should be submitted so that an amount for electricity will not be deducted from the rent amount for the purpose of the subsidy calculation in accordance with section 12.3 of the instruction;

(ii) Staff members applying under the force majeure category should submit appropriate documentary evidence attesting to the reason for the change in dwelling, a copy of the former lease and a recent receipt or cancelled cheque or evidence of a bank transfer relating to such lease. These documents as well as additional information may be requested from the staff member to determine his/her eligibility for force majeure rental subsidy; (d) The aforementioned documentation requirements are summarized in annex I to the present circular.

7. **Self-certification of rental subsidy claims by the staff member**. In accordance with paragraph 6 (b) above, applications or revised applications for rental subsidy will require a self-certification by the staff member as provided for in sections 5.3 and 5.4 of the instruction. The self-certification mechanism recognizes that the primary responsibility for certification rests with the staff member and not with the Organization. Specifically, through the self-certification mechanism, the staff member will be attesting to:

(a) The correctness of the information in the application form and any supporting documents;

(b) The understanding of the documentation requirements;

(c) The understanding of the obligation to retain the documentation for the period specified under section 3.3 of the instruction and paragraph 6 (a) above and to submit this documentation upon request for compliance monitoring purposes at any given time within a five-year period;

(d) The understanding of the obligation to inform the Organization, through a revised rental subsidy application, of any of the changes specified in section 5.1 of the instruction (change in dwelling, change in rent for the same dwelling, changes in family size);

(e) The understanding that the Organization may conduct a compliance monitoring of the staff member's claim(s) for rental subsidy at any given time (section 5.6 of the instruction);

(f) The understanding of the consequences of submitting incomplete, unsubstantiated or false information (section 5.7 of the instruction).

Submission of applications for rental subsidy

8. Applications for rental subsidy shall be submitted for processing and verification of the required information:

(a) At Headquarters, to the section in the Human Resources Service of the Office of Human Resources Management responsible for the staff member's department or office;

(b) At other duty stations, to the human resources or administrative office responsible for administering the staff member's entitlements.

9. If the request for a subsidy is approved, the staff member will be provided with a computation sheet explaining how the subsidy amount was calculated. If the staff member is not eligible to receive a subsidy, he or she will be so notified.

Monitoring of rental subsidy claims

10. According to sections 5.5 through 5.7 of the instruction, the Organization will conduct periodic compliance monitoring of staff members' claims for rental subsidy. This is done for the purpose of verifying the correctness of the data submitted in the application and ensuring the proper use of the benefit according to the terms and conditions described in the instruction, as well as for ensuring staff members' compliance with the relevant provisions for rental subsidy.

11. Pursuant to section 3.3 of the instruction, for the purposes of such monitoring, the staff member may be requested to submit the original required documentation related to the rental subsidy, including but not limited to lease agreements. Staff members are obligated to provide the requested documentation within 30 days from the time they are requested to do so. As part of the monitoring process, the Organization may review the requested documentation, contact the landlord and other concerned individuals and/or verify the information reflected in the application in any other relevant way.

12. Failure to present the required documentation upon request, failure to report changes in the rental subsidy situation (as a result of vacating the dwelling, change of dwelling, change of rent or changes in family size), falsification of any of the data, withholding of any relevant information or partial submission of documentation in the application may result in one or more of the following:

(a) Immediate termination of the rental subsidy;

(b) Recovery of prior subsidy payments;

(c) Disciplinary action.

Procedure for rental deductions

13. In accordance with section 8.4 of the instruction, staff members are, at the time of recruitment and at any time thereafter, required to report and certify, in form P.1-E entitled "Personnel Induction Questionnaire", whether they receive housing assistance or free accommodation from the Organization, a Government or a related institution. Staff members are reminded that they have an obligation under staff rule 1.5 to report any change from the situation reported at the time of recruitment which could affect their status or entitlements.

14. Staff members who report that they receive housing assistance or free accommodation from the Organization, a Government or a related institution will be required to submit additional detailed information on form P.297 (for staff members serving at duty stations in Europe and North America) or form P.297/B (for staff members serving at duty stations outside Europe and North America).

15. When it is determined that a staff member is subject to a rental deduction, deductions will be made in the staff member's salary through the payroll. The staff member is not required to submit an annual reapplication for the deductions.

Computation of rental subsidies and deductions

16. The general regime governing computation of rental subsidies is set out in section 4 of the instruction.

17. A prerequisite for an entitlement to a rental subsidy is that the amount of rent paid by the staff member exceeds the "individual threshold amount", that is, the amount of rent that the staff member is expected to bear without any subsidy. This amount is calculated in accordance with section 4.2 of the instruction by applying to the staff member's income (i.e., the net base salary, including special post allowance, if any, and post adjustment), the rental subsidy threshold percentage at the single or dependency rate, as appropriate, established for the duty station concerned by the International Civil Service Commission. The threshold percentage rates for New York are set out in annex VI to the present circular. Local circulars may be issued at other duty stations setting out the rates applicable at the duty station concerned.

18. The special provisions applicable to the computation of a rental subsidy at duty stations in Europe and North America are set out in section 12 of the instruction. For such duty stations, reasonable maximum rent levels are set by the Secretary-General on the basis of the family size of the staff member and a survey of rent levels in the local market. Levels of reasonable maximum rent for New York are set out in annex VII. Local circulars are issued at other duty stations setting out the reasonable maximum rent levels applicable at the duty station concerned.

19. Sample calculations of rental subsidies and a sample calculation of rental deduction for New York are set out in annex VIII. Sample calculations for rental subsidies and deductions at duty stations outside Europe and North America are set out in annex IX.

20. The present circular supersedes information circular ST/IC/2000/90 of 5 December 2000 and the associated issuances (ST/IC/2000/90/Corr.1 of 27 June 2001, Amend.1 of 12 April 2007 and Add.1 of 12 December 2006).

Annex I

Required documentation for rental subsidy

The following documentation is required to apply for rental subsidy and for monitoring purposes. These documents are to be retained by the staff member for five years.

	Required documentation
For staff in all locations	The original signed lease agreement and subsequent lease extensions
	Copy of first month's rent receipt, cancelled rent payment check, or bank transfer
To request a subsidy for payment of an agent's fee	Contract or agreement with the agent (including license number and fee)
	The original receipt for the fee, cancelled cheque for payment, or evidence of bank transfer
Additionally, for staff at duty stations in Europe and North America	Original electric bills (when the staff member is responsible for paying electric bills separately from the rent)
Staff members applying under the force majeure category	Evidence attesting to the reason for the change in dwelling
	Copy of the former lease
	Recent receipt, cancelled cheque or evidence of bank transfer relating to such lease

Annex II

Duty stations in Europe and North America where a rental subsidy may be paid

Duty stations in the countries listed below are considered under Europe and North America for the purposes of the rental subsidy scheme.

Europe

Andorra
Austria
Belgium
Bulgaria
Cyprus
Czech Republic
Denmark
Estonia
Finland
Germany
Greece
Hungary
Iceland
Ireland
Italy
Latvia
Liechtenstein
Lithuania
Luxembourg
Malta
Monaco
Montenegro
Netherlands
Norway
Poland
Portugal
Romania
San Marino
Slovakia
Slovenia
Spain
Sweden
Switzerland
United Kingdom of Great Britain and Northern Ireland

North America

Canada
United States of America

Annex III

Form P.297

UNITED NATIONS **NATIONS UNIES**

RENTAL SUBSIDY APPLICATION FORM (LONG FORM)/ RENTAL DEDUCTION INFORMATION FORM

(for duty stations in Europe and North America)

For official use

Date received: _____ By: _____ IMIS application No.: _____

Date processed: By:

Instructions

1. Use this **long form** for first time submission of subsidy application or rental deduction information and for changes of dwelling. Use short form (P.297/A) for revised application as a result of changes in rent (same dwelling), family size or housing assistance (same dwelling) and for reapplication of rental subsidy or rental deduction information when there is no change of dwelling.
2. Fill out application as soon as possible after signing of rental lease (preferably within three months after signing of lease).
3. Ensure that supporting documentation (see items 17, 21, 23, 24, 25).
4. Submit to the Section in the Human Resources Service responsible for your department/office at Headquarters or to the local human resources or administrative office at duty stations away from Headquarters. The submission of the rental subsidy application at Headquarters should be made in hard copy with the original documentation required herein. This documentation shall be returned to the staff member who will be expected to retain it for 5 years.

I. General information

1. Name: _____ Room No.: _____ Ext.: _____
2. Index No.: _____
3. Department/Organization: _____
4. Duty station: _____
5. Date of arrival at duty station: _____
6. Nature of application (check as appropriate):

(a) First application as newcomer ☐
(b) Within 7-year newcomer period, but reapplying due to change of dwelling ☐
(c) Indicate if change of dwelling due to force majeure Yes ☐ No ☐
(In case of force majeure, as indicated under 6 (c) above, also complete items 22 and 23).

II. Composition of family residing with staff member at duty station

7. (a) Spouse: Yes ☐ No ☐

(b) Check here if spouse is a staff member employed by system in the Professional category ☐

8. Children: Number of dependent children residing with staff member at duty _____

Names/Ages: _____

9. Dependent children studying away from duty station: Yes ☐ No ☐ Number: _____
Names/Ages:

III. Income information

10. Grade/Step: _____ Date of next within grade increment: _____
11. Do you receive post adjustment? Yes ☐ No ☐
12. Do you receive a special post allowance? Yes ☐ No ☐

IV. Housing information

13. Nature of dwelling (check one): Apartment ☐ House ☐ Other (specify): _____
14. Accommodation is (check one):
    (a) Leased commercially ☐
    (b) Provided by Organization, Government or related institution ☐
    (c) Some other leasing arrangement ☐ If so, specify: _____
15. Address: _____
16. Landlords address _____ Telephone number: _____
17. Period of lease: from _____ to _____ **(The original lease and evidence of rent payment must be submitted with the application)**
18. Total monthly rent: _____ (clearly indicate currency)
19. Is any subsidy paid for this dwelling?
    (a) By the Organization: Yes ☐ No ☐ (b) Amount: _____
    (c) By another source: Yes ☐ No ☐ (d) Amount: _____
20. If you share the dwelling with anyone besides the family members specified in items 7 to 9 above, and if any portion of total rent is also shared, indicate amount paid by you: _____
21. Electricity costs are (check one): Included in rental ☐ Paid separately ☐
    (in latter case, attach a copy of the most recent bill or evidence of payment)
22. Number of bedrooms in dwelling:

V. Force majeure (to be completed if answer to item 6 (c) above was yes).

23. Explain reason for force majeure move: _____
    (Documentary evidence attesting to the reason for changing dwelling must be attached)
24. Total monthly rent of former _____ **(copy of former lease must be attached)**

VI. Agent's fee

25. Did you pay a fee to a licensed agent or broker to obtain the accommodation? Yes ☐ No ☐

Amount: _____

(copy of agent's contract/agreement (including license number and fee paid) and original evidence of payment must be retained for 5 years).

I certify that all the above information is complete, correct and up to date to the best of my knowledge and belief. I understand that any false statements or the withholding of any relevant information related to the rental subsidy shall provide grounds for immediate termination of the rental subsidy, recovery of prior rental subsidy payments and disciplinary action. I have read and understood the terms, conditions and implications of the self certification mechanism and agree to retain for 5 years all documentation related to the rental subsidy, including but not limited to lease agreements and to provide, upon request, within 30 days any relevant information requested by the organization pertaining to the rental subsidy.

Affirm your understanding of the above by checking one either Yes ☐ No ☐

_____	_____
Date	Signature of staff member

Annex IV

Form P.297/A

UNITED NATIONS **NATIONS UNIES**

RENTAL SUBSIDY APPLICATION FORM (SHORT FORM)/ RENTAL DEDUCTION INFORMATION FORM

(for duty stations in Europe and North America)

For official use

Date received: _____ By: _____ IMIS application No.: _____

Date processed: _____ By: _____

Instructions

1. Use this **short form** for reapplication or revised application of rental subsidy or rental deduction information when there is no change of dwelling, and for changes in rent (same dwelling), family size and housing assistance (same dwelling). Use long form (P.297) for submission of subsidy application or rental deduction information and for changes of dwelling.
2. Fill out application as soon as possible to avoid a break in subsidy payment.
3. Ensure that necessary supporting documentation are retained for 5 years (see item 7).
4. Submit to Section in the Human Resources Section responsible for your department/office at Headquarters or to local human resources or administrative office at duty stations away from Headquarters.

I. General information

1. Name: _____ 2. Index No.: _____
3. Department/Organization: _____ 4. Duty station: _____
5. Reason for submission (check as appropriate):

(a) Resubmission of subsidy application or rental deduction information: ☐

Indicate any changes in the information in previous submission other than those in (b), (c), and (d) below:

Nature of change: _____ Date of change: _____

(b) Change in rent (same dwelling) ☐

(c) Change in family size ☐

Indicate members of family currently residing with staff member at duty station (check as appropriate):

Spouse: Yes ☐ No ☐

Dependent children: _____ Names/Ages: _____

(d) In cases of rental deduction, change in housing assistance (same dwelling):

Indicate nature of change: _____

Date of change:

II. Income and rent information

6. Income information: Current grade/step: _____
7. Rent information:

(a) Total monthly rent (clearly indicate currency): _____

(b) Period of current lease: from _____ to _____

(copy of original lease/lease extension and evidence of t rent payment must be retained for 5 years).

I certify that the above information is correct and up to date and that the information in my previous submission is also correct except for the changes indicated above. I understand that any false statements or the withholding of any relevant information related to the rental subsidy shall provide grounds for immediate termination of the rental subsidy, recovery of prior rental subsidy payments and disciplinary action. I have read and understand the terms, conditions and implications of the self certification mechanism and agree to retain for 5 years all documentation related to the rental subsidy, including but not limited to lease agreements and to provide, upon request, within 30 days any relevant information requested by the organization pertaining to the rental subsidy.

Affirm your understanding of the above by checking one either Yes ☐ No ☐

_____ _____

Date Signature of staff member

Annex V

Form P.297/B

UNITED NATIONS **NATIONS UNIES**

RENTAL INFORMATION FORM FOR THE PURPOSE OF RENTAL SUBSIDY OR RENTAL DEDUCTION

(for duty stations outside Europe and North America)

Department/Office/Organization: Duty station (city/country):

I. To be completed by staff member

1. _____ Name (last name, first name, initial)

2. _____ Date of arrival at duty station

3. _____ Grade/step

4. _____ Marital status

5. _____ Number of dependent children

6. Type of occupancy of your residence: (check one)
   - (a) Renter ☐
   - (b) Home owner ☐
   - (c) Provided free of charge by Organization, Government or related institution ☐
   - (d) Other arrangement ☐ If so, specify:

7. If you are a renter:
   - (a) Date you moved to your present dwelling: _____
   - (b) Address: _____
   - (c) Period of lease: _____
   - (d) Landlord's address, telephone number & email:

8. If you are a renter, are you renting from:
   - (a) Commercial market Yes ☐ No ☐
   - (b) Organization Yes ☐ No ☐
   - (c) Government or a related institution Yes ☐ No ☐

9. Rent:
   - (a) Net monthly rent:
     - (i) Currency of payment: _____
     - (ii) Rent, excluding utilities and services: _____
   - (b) Do you receive any subsidy for this rent:
     - (i) From the Organization Yes ☐ No ☐
       If yes, amount: _____
     - (ii) From another source Yes ☐ No ☐
       If yes, amount: _____ Source: _____

10. I certify that all the above information is complete, correct and up to date to the best of my knowledge and belief. I understand that any false statements or the withholding of any relevant information related to the rental subsidy shall provide grounds for immediate termination of the rental subsidy, recovery of prior rental subsidy payments and disciplinary action. I have read and understand the terms, conditions and implications of the self certification mechanism and agree to retain for 5 years the all documentation related to the rental subsidy, including but not limited to lease agreements and to provide, upon request, within 30 days any relevant information requested by the organization pertaining to the rental subsidy.
Affirm your understanding of the above by checking one either Yes ☐ No ☐

Date _____ Signature of staff member _____

II. To be completed by senior certifying official

Certification (check appropriate box)
Index No.:

11. I certify that the dwelling occupied by the staff member is appropriate to the circumstances and family status of the staff member and that the rent is:

(a) Reasonable given the local market conditions ☐

(b) Substantially lower than the local market conditions ☐

(c) Subsidized
(i) By the Organization ☐
(ii) By the Government or a related institution ☐

(d) Provided free of charge
(i) By the Organization ☐
(ii) By the Government or a related institution ☐

12 In view of the staff member's family status and/or the conditions prevailing in the local housing market, the rent shown under 9 (a) above is inappropriately high. ☐
It is therefore recommended that a rental amount of be used for the calculation of rental subsidy.

13. I certify that the dwelling provided to the staff member is of substandard quality and that the calculated deduction be reduced by one half. ☐

Name and title of certifying official _____

Date _____ Signature of certifying official _____

Annex VI

Threshold percentages for New York for the purpose of calculating rental subsidies

Effective 1 April 2011, the threshold percentage figures for New York approved by the International Civil Service Commission are as follows:

	Threshold
Staff paid at the single rate	31
Staff paid at the dependency rate	28

Annex VII

Reasonable maximum rent levels for New York

Effective 1 April 2007, the revised reasonable maximum rent levels for New York are as follows:

Family size	*Number of bedrooms*	*Rent (United States dollars)*
Staff member alone	1	2 900
Staff member with spouse	2	4 727
Staff member with 1 child	2	4 727
Staff member with 2 children	3	6 500
Staff member with 3 or more children	4	7 200

Annex VIII

Sample calculations (New York)

Example 1. Staff member is P-3/V (single), newcomer, renting a one-bedroom apartment for US$2,800 per month, including electricity cost. Date of arrival at New York is 16 January 2013. First day of current lease is 1 February 2013.

Rental subsidy calculation:

1.	Total income	US$		**Multiplier**	68.5
	(a) Monthly net base salary (gross less staff assessment)	5121.83	5.	**Reasonable maximum rent level**	2900.00
	(b) Post adjustment	3354.50	6.	Rent for purpose of subsidy calculation (smaller of line 4 or 5)	2770.00
	(c) Special post allowance	0.00	7.	Excess of rent over threshold (Line 6 less line 3)	142.34
	(d) Total	8476.34	8.	Percentage reimbursement %	80.00
2.	**Threshold percentage** %	31.00	9.	Reimbursement amount (line 7 x line 8)/100	113.87
3.	Individual threshold amount (line (Line 1(d) x line 2)/100	2627.66	10.	40% of rent for purpose of subsidy calculation (0.4 x line 6)	1108.00
4.	**Monthly rent** (less electricity cost)	2770.00	11.	**Subsidy** (smaller of line 9 or 10)	113.87
	Exch. Rate Rent, US$	2770.00	12.	Subsidy in local currency	113.87

If line 3 is greater than line 4, STOP. No subsidy payable.

COMMENTS: (1) In this example, payment of rental subsidy commences only as of 15 February 2013, the first day following the end of the period of payment of the DSA portion of the assignment grant, not on the first day of the current lease. (2) A flat amount of US$30 was deducted from the monthly rent to account for the cost of electricity included in it.

Example 2. Staff member is P-2/VI (dependency), newcomer, residing with spouse in a two-bedroom apartment at a monthly rent of US$4800, excluding electricity cost. Date of arrival at New York is 22 April 2013. First day of current lease is 1 July 2013.

Rental subsidy calculation:

1.	Total income	US$		**Multiplier**	68.5
	(a) Monthly net base salary (gross less staff assessment)	4695.58	5.	**Reasonable maximum rent level**	4727.00
	(b) Post adjustment	3075.31	6.	Rent for purpose of subsidy calculation (smaller of line 4 or 5)	4727.00
	(c) Special post allowance	0.00	7.	Excess of rent over threshold (Line 6 less line 3)	2551.15
	(d) Total	7770.89	8.	Percentage reimbursement %	80.00
2.	**Threshold percentage** %	28.00	9.	Reimbursement amount (line 7 x line 8)/100	2040.92
3.	Individual threshold amount (line (Line 1(d) x line 2)/100	2175.85	10.	40% of rent for purpose of subsidy calculation (0.4 x line 6)	1890.80
4.	**Monthly rent** (less electricity cost)	4800.00	11.	**Subsidy** (smaller of line 9 or 10)	1890.80
	Exch. Rate Rent, US$	4800.00	12.	Subsidy in local currency	1890.80

If line 3 is greater than line 4, STOP. No subsidy payable.

COMMENTS: (1) Although the staff member's period of eligibility for subsidy commences on 22 April 2013, subsidy is payable only as of 1 July 2013, the first day of the current lease. (2) The actual rent exceeds the reasonable maximum rent level; thus, the latter is used for the purpose of calculation. (3) The amount of subsidy payable is based on 40 per cent of the reasonable maximum rent level.

Example 3. Rental deduction. Staff member is at the ASG (single) level and receiving free housing from a Government.

Rental deduction calculation:					
1. Total income		US$		**Multiplier**	48.4
(a) Monthly net base salary (gross less staff assessment)		7 491.58	5. **Individual rental deduction threshold amount (64% of line 3)**		1 849.95
(b) Post adjustment		3 625.93	6. Excess of individual rental deduction threshold amount over rent (line 5 less line 4)		1 849.95
(c) Special post allowance		0.00	7. Percentage deduction		80.00
(d) Total		11 117.51	8. **Rental deduction** (line 6 x line 7/100)		1 479.96
2. **Threshold percentage**		26.00	**COMMENTS:** A rental deduction is levied on the staff member because his or her housing cost (virtually zero due to the free housing received from a Government) is substantially below the average rent used in calculating the post adjustment index for the duty station.		
3. Individual threshold amount (line 1(d) x line 2/100)		2 890.55			
4. **Monthly rent** (less electricity cost)		0.00			
Exchange rate	Rent, US$	0.00			

Annex IX

Sample calculations (duty stations outside Europe and North America)

Example 1. Staff member is P-2/VIII (dependency). Date of arrival at duty station X is 10 August 2000. First day of current lease is 1 October 2000. Rent paid is US$1300 exclusive of electricity cost.

Rental subsidy calculation:		
1. Total income		US$
(a) Monthly net base salary (gross less staff assessment)		3870.75
(b) Post adjustment		1544.43
(c) Special post allowance		0.00
	(d) Total	5415.18
2. **Threshold percentage**		22.00
3. Individual threshold amount (Line 1(d) x line 2/100)		1191.34
4. **Monthly rent** (less electricity cost)		1300.00
Exchange rate	Rent, US$	1300.00

Duty station: X	**Multiplier**	39.9
5. **Rent level certified as reasonable?**		Yes.
6. Rent for purpose of subsidy calculation		1300.00
7. Excess of rent over threshold (Line 6 less line 3)		108.66
8. Percentage reimbursement		80.00
9. Reimbursement amount (line 7 x line 8)/100		86.93
10. 40 per cent of rent for purpose of subsidy calculation (0.4 x line 6)		520.00
11. **Subsidy** (smaller of line 9 or 10)		86.93
12. Subsidy in local currency		86.93

If line 3 is greater than line 4, STOP. No subsidy payable.

COMMENTS: Although the staff member's period of eligibility for rental subsidy commences on 9 September 2000, i.e., the first day following the end of the period of payment of the DSA portion of the assignment grant, the subsidy is payable only as of 1 October 2000, the first day of the current lease.

Example 2. Staff member is FS-5/III (dependency), residing with spouse and two dependent children in a house with a monthly rent of US$1500, exclusive of electricity cost. The authorized official at duty station Y certified that the rent is inappropriately high and recommended a rental amount of US$1000 to be used for the purpose of rental subsidy calculation.

Rental subsidy calculation:		
1. Total income		US$
(a) Monthly net base salary (gross less staff assessment)		3615.08
(b) Post adjustment		607.33
(c) Special post allowance		0.00
	(d) Total	4222.41
2. **Threshold percentage**		18.00
3. Individual threshold amount (Line 1(d) x line 2/100)		760.03
4. **Monthly rent** (less electricity cost)		1500.00
Exchange rate	Rent, US$	1500.00

Duty station: Y	**Multiplier**	16.8
5. **Rent level certified as reasonable?**		No.
6. Rent for purpose of subsidy calculation		1000.00
7. Excess of rent over threshold (Line 6 less line 3)		239.97
8. Percentage reimbursement		80.00
9. Reimbursement amount (line 7 x line 8)/100		191.98
10. 40 per cent of rent for purpose of subsidy calculation (0.4 x line 6)		400.00
11. **Subsidy** (smaller of line 9 or 10)		191.98
12. Subsidy in local currency		191.98

If line 3 is greater than line 4, STOP. No subsidy payable.
COMMENTS: The rental subsidy was calculated based on the amount of reasonable rent recommended by the authorized official in light of the staff member's family status and/or the conditions prevailing in the local housing market.

Example 3. Rental deduction. Staff member is P-2/VIII (dependency) and is receipt of a housing assistance from the Government in the form of subsidized rent. Rent paid by the staff member is US$250 per month exclusive of electricity cost.

Rental deduction calculation:		
1. Total income		US$
(a) Monthly net base salary (gross less staff assessment)		3870.75
(b) Post adjustment		1544.43
(c) Special post allowance		0.00
	(d) Total	5415.18
2. **Threshold percentage**		22.00
3. **Individual threshold amount** (Line 1(d) x line 2/100)		1191.34
4. **Monthly rent** (less electricity cost)		250.00
Exchange rate	Rent, US$	250.00

Duty station: X	**Multiplier**	39.9
5. **Individual rental deduction threshold amount (64 per cent of line 3)**		762.46
6. Excess of individual rental deduction threshold amount over rent (line 5 less line 4)		512.46
7. Percentage deduction		80.00
8. **Rental deduction** (line 7 x line 8)/100		409.97

COMMENTS: A rental deduction is levied on the staff member on account of the fact that the monthly rent is substantially lower than the average rent used in calculating the post adjustment index for the duty station. The authorized official at the duty station has certified the dwelling to be of quality standard.

Example 4. Rental deduction. Staff member is D-1/III (dependency) and receives free housing from the Government.

Rental deduction calculation:		
1. Total income		US$
(a) Monthly net base salary (gross less staff assessment)		6442.33
(b) Post adjustment		1082.31
(c) Special post allowance		0.00
	(d) Total	7524.64
2. **Threshold percentage**	%	18.00
3. Individual threshold amount (line (Line 1(d) x line 2)/100		1354.44
4. **Monthly rent** (less electricity cost)		0.00
Exchange rate	Rent, US$	0.00

Duty station: Y	**Multiplier**	16.8
5. **Individual rental deduction threshold amount (64 per cent of line 3)**		866.84
6. Excess of individual rental deduction threshold amount over rent (line 5 less line 4)		866.84
7. Percentage deduction.	%	80.00
8. **Rental deduction** (line 7 x line 8)/100		693.47

COMMENTS: A rental deduction is charged to the staff member in view of the fact that he is receiving free housing from the Government. The authorized official at the duty station has certified the dwelling to be of quality standard.